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Assistant Chief for Operations, Logistics

20 January 1974

Chief, Real Estate and Construction Division

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Field Trip Reports [redacted]
[redacted]

1. Enclosed herewith are reports on visit to subject activities by a representative from this Division. The following recommendations are made in the subject reports:

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[redacted]

(3) A [redacted] be established under the Procurement Branch/ [redacted] Headquarters and assistance be rendered by the existing [redacted] of the Procurement Branch in the acquisition, management, and disposal of real property. The future staff of the [redacted] consists of two realty officers, two assistant realty officers, and one stenographer.

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(4) A Realty Officer from Real Estate and Construction Division/LO be placed on temporary duty with [redacted] Headquarters for a maximum period of six months.

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b. Action on above recommendations:

(1) Action taken on Items 1, 2, and 3 will be followed-up by Real Estate and Construction Division through EE Div/ERP.

(2) Upon approval of Item 4 by Chief of Logistics, DD/P, and DD/A, Real Estate and Construction Division is requested to place [redacted]

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Document No. [redacted]
Change in Class. []
Class. [redacted]
Date: 2-1-1978
Auth: [redacted]

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2. [REDACTED] Division

2. Action taken on the above recommendations will be followed-up immediately by Real Estate and Construction Division through RE Div/DEP.

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(3) Study be made on the furnishing of quarters provided under [redacted]

F. Action taken on the above recommendations will be followed-up immediately by Real Estate and Construction Division through SE Div/DDP. Relative to Item 3, final action thereon will be referred to Staff and Procurement Division.

6. **Location**

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(1) Project be prepared on [] requirements for [] submitted to Headquarters for review and approval.

(2) Approval be granted for proposal to purchase furniture and furnishings for Agency quarters by earload lots b5X1A

h. Action on above recommendations:

(1) Action taken on Item 1 will be followed-up immediately by Real Estate and Construction Division through REA Div/IMP.

(2) Item 2 is being referred to Procurement Division for final action.

[illegible]

(1) Overseas activities should pay more attention to real estate matters in the future than given in the past.

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j. Action on the above recommendation will be a continuous follow-up by the Real Estate and Construction Division through the foreign area divisions and field trips. Upon issuance of the [] real estate regulations, more attention will be focused to real estate matters.

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2. In addition to the above specific recommendations, the following changes or amendments to existing and proposed real estate regulations are deemed necessary as a result of the trip:

a. Paragraph 4, [] be changed to require monthly memorandum reports on subsequent transactions in lieu of individual reports within ten days after completion. Further, copies of leases, deeds, or other acquisitions, when readily available, should be attached to the report forms.

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b. Clarify [] to reflect the concept of providing Government quarters in lieu of quarters allowances.

c. Eliminate the procedure of requiring each assignment of real property from other Government agencies to be in writing as contained in the proposed []

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d. Allow discretion to the Chiefs of Station in disposing of assigned properties without prior approval from Headquarters in lieu of the limitations contained in the proposed []

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3. Action on the above amendments or changes:

Paragraph a. above -- will be prepared and ready for submission to the Regulation Control Staff/DNA by 1 February 1954.

Paragraph b. above -- previously prepared and submitted to the Regulation Staff/LO, however, certain minor changes are contemplated and will be effective immediately.

Paragraphs c. and d. above -- presently being effected in collaboration with the Regulation Control Staff/DNA.

Enclosures

RE/PT/jm (20 Jan. 1954)

Distribution:

Field Trip Reports

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ILLEGIB
25X1A MEMORANDUM FOR: Director, [] 27 November 1953
THROUGH : Chief of Mission, []
FROM :
SUBJECT : Report on Field Trip

- 25X1A I. Places Visited: []
- 25X1A II. Purpose of Visit:
- A. Assist in the establishment of real estate accountability records prescribed []
 - B. Obtain comments and opinions on existing and proposed real estate regulations.
 - C. Review real estate problems, methods, procedure, and organization, and render assistance wherever possible.

III. ACCOMPLISHMENTS AND OBSERVATIONS

- 25X1A A. Establishment of Real Estate Accountability Records.
- 1. Real estate reports required [] were prepared on all real estate occupied by the [] Mission. These reports were prepared from the real estate records maintained at each base. Such records are in good condition; reflects detailed description of each property, cost involved, name and grades of occupant, if applicable, copy of respective lease, etc. Majority of properties occupied by the [] Mission are leased on the local economy, primarily housing; all general administrative properties and a quantity of quarters []
 - 2. It was deemed feasible to make the following deviations from the procedure established [] for reporting the subject real estate:
 - a. Quarters [] are reported by quantity in lieu of a separate report on each quarters; a report by quantity will be submitted monthly to Headquarters.

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b. Copies of leases are not forwarded with respective reports inasmuch as only one copy of each lease is available; reproduction thereof would entail considerable work. Further, it is doubted that copies of the leases would serve any useful purpose at Headquarters.

3. Relative to the maintenance of real estate records, it was noted that individuals leasing quarters [redacted] in their names had not executed agreements establishing AUSA's interest and the lessee's responsibility for protection of the property and agreement to transfer, convey or assign as directed. It is recommended that such agreements be executed as soon as possible on the properties presently leased and consummated on all future leases. It is suggested that the form of such agreements be in accordance with Figure [redacted]

4. Summarization of the real estate presently occupied by the [redacted] Mission is as follows:

	<u>LOCATION</u>	<u>TYPE</u>	<u>LEASED</u>	<u>ASSIGNED</u>	<u>PST. ANNUAL COST</u>
25X1A	[redacted]	Office, Warehouse	[redacted]		None
25X9		Warehouses			440,223 (Leased)
					40,875
		TOTAL			\$51,098
25X1A	[redacted]	Office, Warehouse	[redacted]		None
		Warehouses			Reimb. per capita
					21,490 (Leased)
		TOTAL			Reimb. per capita
				17,390 (Leased)	
		TOTAL		\$71,880	
		GRAND TOTAL		\$122,978	

No properties have been purchased nor any appreciable sum expended for improvements to leased or assigned properties.

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B. Real Estate Regulations.

1. Existing and proposed real estate regulations concerning policies, responsibilities, authority, assignment, lease, purchase, quarters overseas, and disposal were discussed with the view toward the feasibility of applying same to the [] Mission. In general, the regulations are acceptable and will provide the guidance necessary for the acquisition, management, and disposal of real estate. However, practical application requires certain changes in the regulations as follows:

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- a. Eliminate the procedure requiring each assignment of property from [] to be in writing;
- b. Allow discretion to Chief of Station in disposing of assigned properties without prior approval from Headquarters.

C. Problems, Methods, Procedures and Organization.

1. The workload in the acquisition, management, and disposal of real estate in the [] does not necessitate special staffs. Accordingly, all real estate matters are handled by designated employees on the Administrative staffs in conjunction with other duties. Notwithstanding the lack of experience in the field of real property and without regulations for guidance in the different phases, such employees have rendered an excellent performance in handling real estate matters of the [] internal policies, procedures, and forms have been prescribed, housing committee established to approve quarters, control established on utilization, and detailed records maintained. Further, consideration is being given to future real estate problems; however, formulation of requirements and plans are hampered due to the uncertainty in the political aspects of [] situation.

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2. There are no real estate problems of any significance confronting the []. Housing of employees on the local economy is the most difficult problem. However, with effort on the part of employees seeking quarters and the administrative staffs, housing is being located and acquired [].

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Inspection of a number of such quarters disclosed same to be modest but adequate notwithstanding the fact that the Standard Government Quarters Allowances are exceeded in most instances as reflected below:

LOCATION	QUARTERS ALLOWANCES (Approx.)	HOUSING COST (Approx.)	DIFFERENCE
25X1A []	\$34,000	\$40,225	\$ 6,225
	43,000	54,500	11,500
TOTAL	\$77,000	\$94,725	\$17,725

The above figures do not reflect expenditures for furniture and furnishings provided in the subject quarters. However, it is estimated that such expenditures will not exceed \$20,000. The furniture and furnishings procured are modest and practical; satisfactory control is maintained in the issuance of the furniture and furnishings to employees.

3. The storage facilities in the [] consist primarily of small rooms within or adjacent to the office space. Such arrangements are not conducive to good warehousing, however, it is apparent that other arrangements would entail the necessity of providing a guard service. Notwithstanding the present facilities, the supply personnel appear to have the situation under control without difficulty.

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CONCLUSION:

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1. [] It has taken initiative in solving its real estate problems with results that housing is presently being provided and concurrent travel of dependents permitted.
2. Good administration is being exercised in handling of real estate.
3. Future acquisition of real property will not be as difficult as experienced in the past as result of new construction by the local economy and the "cutting back" of []

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- h. The knowledge acquired by the undersigned during his visit to [] will be beneficial in the handling of foreign real estate matters at Headquarters.

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The undersigned wishes to express his sincere appreciation for the courtesies and cooperation extended during his visit to the []

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